



**PLANNING COMMISSION
REGULAR MEETING AGENDA**

February 2, 2017

7:00 p.m.

- 1) Call to Order** – Chairman Theresa Stein
- 2) Pledge of Allegiance**
- 3) Agenda Amendments** (Planning Commission and Staff)
- 4) Commissioner Disclosures**
- 5) Public Hearings**
 - a) None Scheduled
- 6) Presentations**
 - a) None Scheduled
- 7) Discussion Items**
 - a) None Scheduled
- 8) Action Items**
 - a) None Scheduled
Note: Any Discussion Item may be added as an Action Item during the meeting by motion of the Planning Commission.
- 9) Information Items**
 - a) Status of Priority Work Items
 - b) SUP16-02 – Virginia Regional Transit Commuter Parking Lot
- 10) Citizen Comments** – All citizens who wish to speak about an item or issue that is not listed for a public hearing will be given an opportunity to speak (3 minute limit per speaker).
- 11) Council Representative's Report**
- 12) Chairman's Comments**
- 13) Planning Commissioners' Comments**
- 14) Approval of Minutes**
 - a) January 19, 2017 Regular Meeting
 - b) January 19, 2017 Work Session
- 15) Adjournment**

If you require any type of reasonable accommodation as a result of physical, sensory or mental disability in order to participate in this meeting OR if you would like an expanded copy of this agenda, please contact the Department of Community Development at (540) 338-2304 at least three days in advance of the meeting. Expanded copies of the agenda may not be available the night of the meeting, please request a copy in advance.

USE OF ELECTRONIC DEVICES DURING MEETINGS For the comfort and consideration of others, all cellular phones must be turned off and cannot be used in the Council Chambers. Pagers must be set on silent or vibrate mode. This is requested because of potential interference with our recording devices and the transmittal of our hearing impaired broadcast.



STAFF REPORT **INFORMATION ITEM**

Item # 9a

SUBJECT: Status of Priority Work Items

DATE OF MEETING: February 2, 2017

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

This report briefly summarizes any recent updates on the status of the Planning Commission's priority work items.

1. Comprehensive Plan Update – At the January 19th Planning Commission work session, the Commission reviewed a draft planning framework map displaying the concepts proposed for the comprehensive plan's map and a draft outline for the plan. Staff and the consultant team subsequently discussed the Commission's comments and the next steps in the plan drafting process. Staff has created a large scale version of the draft planning framework map for a discussion of the boundaries of the various areas indicated on the map at the Planning Commission's February 2nd work session. Staff is also close to finalizing the draft outline of the plan that will then be provided to the consultant team who will fill in the initial draft language that they are preparing for much of the plan.
2. OA16-03 Floodplain District Zoning Ordinance Text Amendment & RZ16-01 Floodplain District Remapping – Town Council adopted Ordinance 17-01-01 approving these two items at its January 24th regular meeting. Staff has since provided a copy of the signed Ordinance to the Virginia Department of Conservation and Recreation (DCR) who will conduct a final review of the adopted regulations. DCR will then send the Ordinance to the Federal Emergency Management Agency for verification that Purcellville's floodplain management regulations comply with the standards of the National Flood Insurance Program.
3. Tree Preservation Regulations – No change.
4. OA16-01 Stream and Creek Buffer Zoning Ordinance Text Amendment – No change.
5. Reduce Maximum Building Heights in the C-4 District – Commissioner Paciulli discussed this item with the Board of Architectural Review (BAR) at its January 17th

meeting, and two members of the BAR agreed to meet with him to discuss the matter further. Staff is also conducting research on this issue.

6. Civil Penalties – No change.
7. Sign Regulations – No change.
8. Accessory Dwelling Standards – No change.
9. Legislative Applications
 - a. *CPA15-01 O'Toole Property (Designate as Mixed Use Commercial)* – A pre-application meeting was held with the BAR at its January 17th regular meeting to discuss preliminary architectural designs for the proposed development.
 - b. *RZ15-02 O'Toole Property (X to MC)* – A pre-application meeting was held with the BAR at its January 17th regular meeting to discuss preliminary architectural designs for the proposed development.
 - c. *SUP16-01 7-Eleven Fueling Station Expansion* – On January 16th, Community Development received a complete application, and the application was distributed to the Town's referral partners for review on January 18th.
 - d. *CPA16-01 Village Case (Neighborhood Commercial & Institutional/Government to Residential)* – No change.
 - e. *PCA16-01 Village Case (Commercial & Church to Single-family Detached Residential)* – No change.
 - f. *SUP16-02 Virginia Regional Transit Commuter Parking Lot* – The Planning Commission's public hearing for this item will be scheduled for the February 16th regular meeting. In preparation for the hearing, Staff has listed the application as an information item on the Commission's February 2nd regular meeting agenda and provided the documents associated with the application to the Planning Commission for an initial review.



STAFF REPORT
INFORMATION ITEM

Item # 9b

SUBJECT: SUP16-02 – Virginia Regional Transit Commuter Parking Lot

DATE OF MEETING: February 2, 2017

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

Application Information				
Applicant Eric E. Zicht Zicht & Associates, PLC 16940 Simpson Circle Paeonian Springs, VA 20129		Property Owner Virginia Regional Transit 109 N. Bailey Lane Purcellville, VA 20132		Designer/Engineer Same as Applicant
Submission Date August 12, 2016		Planning Commission Public Hearing Date February 16, 2017		Town Council Public Hearing Date Not Yet Scheduled

Property Information				
PIN	Tax Map	Address	Current Zoning	Acres
487-15-8360-000	/35//46/////7/	408 Browning Court	CM-1	0.88
487-15-8142-000	/35//46/////6/	412 Browning Court	CM-1	1.94

Special Use Requested	
SUP16-02	
Commuter Parking Lot	

SUMMARY:

In August 2016, the Town received a special use permit application (coded by the Town as SUP16-02) from Eric Zicht of Zicht & Associates, PLC in Paeonian Springs, Virginia, on behalf of property owner Virginia Regional Transit, seeking approval of a “commuter parking lot” on two parcels at 408 and 412 Browning Court. These parcels, located southeast of the intersection of Hirst Road and Browning Court, have a zoning district designation of CM-1 (Local Service Industrial) and a combined area of approximately 2.82 acres. The properties were previously used as a parking lot for buses. SUP16-02 proposes to restripe the existing

parking lot for a commuter parking lot of up to 250 parking spaces and has requested that the Zoning Ordinance's requirements for interior parking lot landscaping be waived.

After the SUP16-02 application was verified as being complete in September 2016, it was distributed for review. After three rounds of review, Town Staff determined that the fourth submission had addressed all prior review comments on January 13, 2017. A public hearing on SUP16-02 is scheduled before the Planning Commission on February 16, 2017. The attachments listed below are provided so that the Planning Commission can familiarize themselves with the application prior to the hearing. After reviewing these documents, Planning Commissioners should inform Town Staff of any significant concerns or questions they have with the application via email or at the February 2nd meeting.

ATTACHMENTS:

1. SUP16-02 Application
2. SUP16-02 Statement of Justification (including a description of the proposed use and hours of operation)
3. SUP16-02 Concept Plan

These materials and others pertaining to SUP16-02 can be found at:

<http://purcellvilleva.gov/DocumentCenter/Index/264>



Department of Community Development

221 S. Nursery Avenue, Purcellville, VA 20132
(540) 338-2304 Fax (540) 338-7460

**Special Use Permit
Application**

SUP# 16-02

This application must be filled out in its entirety. An incomplete application form will result in rejection of the application prior to checklist review. Do not write in shaded areas.

A special use permit is requested for converting bus storage into commuter parking lot for use by Loudoun Transit
as per Article 8 Section 1 Subsection _____
and Article 64 PG Section 1 Subsection 1

General Project Information:

1. Project Title: Virginia Transit Commuter Parking
2. Location of Property: 412 & 408 Browning Court
3. Property Owner: Virginia Regional Transit
4. Owner Address: 109 N. Bailey Lane, Purcellville, VA 20132
5. Owner Telephone: 540-338-1610 Fax: 540-338-0690 Email bruce.allder@vatransit.org
6. Applicant/Agent: Zicht & Associates, PLC, Eric E. Zicht, P.E., L.S.
7. Agent Address: 16940 Simpson Circle, Paeonian Springs, VA 20129
8. Agent Telephone: 540-882-4266 Fax: 540-882-4267 Email zicht@erols.com
9. Designer/Engineer: Zicht & Associates, PLC, Eric E. Zicht, P.E., L.S.
10. Designer Address: 16940 Simpson Circle, Paeonian Springs, VA 20129
11. Designer Telephone: 540-882-4266 Fax: 540-882-4267 Email zicht@erols.com

Correspondence to be sent to: Owner; Agent; X Designer; Other: _____

12. Total Acreage of Parcel: 2.82
13. Acreage to be Developed: 0.05 acres for new sidewalk and bus shelters, mostly re-striping parking lot
14. Property Identification #(s): 487-15-8142 & 487-15-8360
15. LC Tax Map #(s): /35//46/////6/ & /35//46/////7/
16. Current Zoning: CM-1 Local Service Industrial

SUP#

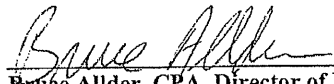
17. Current Use(s): Misc Commercial Structure
18. Adjoining Property Uses(s): CM-1 Local Svc Ind.; Floodplain Overlay Dist.; Historic Corridor Overlay Dist.
19. Adjoining Property ID #s & owners: Please attach with a separate sheet provided below.
20. Related Applications: See Attachment 1
21. Pre-submission Meeting Date (if any) March 16, 2016

Additional Submission Requirements:

- ☒ *A Statement of Justification and Explanation.* Applicant must file a statement in support of their request in accordance with the requirements of Article 8, Section 1.4.D of the Purcellville Zoning Ordinance. This statement should address all issues for consideration located within that section. In a separate statement, the proposal should be explained/outlined including details such as hours of operation.
- ☒ *A Concept Plan for the Property.* The Concept Plan does not need to be engineered; however, it must be sufficiently detailed to be judged for its superiority to other forms of development. See Article 8, Section 1.4.C for the requirements on the concept plan. If a concept plan is not applicable, please indicate with "n/a."
- ☒ *Traffic Study.* A traffic study is required for special use permits, unless waived by the Director of Public Works. The waiver or the traffic study must be provided at the time of submission.
- ☒ *Payment of Fee.* The fee for a special use permit application must be paid at the time of submission. FEES ARE NON-REFUNDABLE.

Property Owner:

I have read this completed application, understand its intent and freely consent to its filing. The information provided is accurate and completed to the best of my knowledge and capabilities. I understand that the Town may deny, approve, or conditionally approve that for which I am applying. Furthermore, I grant permission to the Town or authorized government agents to enter the property and make such investigations or inspections and tests they deem necessary. I also understand that someone must be present at all public meetings to represent my application, and if no one is present, the item will be tabled to the next available meeting.



Bruce Alder, CPA, Director of Financial Operations
Virginia Regional Transit

7/22/16
Date

Required Materials (as applicable, completed by Town Staff):

For all special use permit applications:

- ☐ Application (2 copies) ☐ Concept Plan (12 folded Copies) ☐ Required Fees(s)
- ☐ Completed Checklist ☐ Statements of Justification & Explanation ☐ Traffic Study or waiver of study

Application Complete _____ Fee \$ _____ Paid _____ Planning Initials _____

Taxes Paid _____ Finance Initials _____

Project Manager Assigned _____

File Number _____ Approved On: _____ Valid Until: _____

Ordinance/Resolution Number(s): _____

Attachment 1
Virginia Transit Commuter Parking Lot
SUP Application

20. Related Applications:

- a. Record Plat at DB. 0975, Pg. 1541
- b. Preliminary Subdivision Plan, Browning Industrial Park, approved September 19, 2002
- c. Construction Plans & Profiles, TP-02-19 Browning Industrial Park
- d. Record Plat, Browning Industrial Park, recorded February 5, 2004 at Inst. #20040205-0011122-P
- e. Preliminary/Final Site Plan, TP-04-10 Bus Staging Lot, Virginia Regional Transportation, approved 06/22/2005 (Lot 7)
- f. Preliminary/Final Site Plan TP-11-06 Gateway Project, Virginia Regional Transit (Lots 6 & 7)

THIS PAGE INTENTIONALLY LEFT BLANK

**STATEMENT OF JUSTIFICATION
COMMUTER PARKING LOT
VIRGINIA REGIONAL TRANSIT
SPECIAL USE PERMIT
*Revised January 12, 2017***

PURPOSE:

Virginia Regional Transit (VRT) requests that a Special Use Permit be granted to allow a commuter parking lot in the CM-1 Local Service Industrial District at VRT's current bus parking and repair facility at 408 and 412 Browning Court on Lots 6 and 7 of the Browning Industrial Park. Loudoun Transit, a division of Loudoun County, desires to use this site in support of its commuter bus line.

Loudoun Transit is seeking a commuter parking facility in western Loudoun to serve local residents who take commuter buses to work. The County has asked VRT to lease the subject facilities for this use. VRT can then use these funds to provide a wider variety of transit services to the general public. A Special Use Permit is required for commuter parking in the CM-1 zoning district.

APPLICANT:

Virginia Regional Transit (VRT) is a Purcellville-based business specializing in providing high quality, affordable community transportation services. VRT operates bus and trolley systems in predominantly rural counties with major towns or urbanizing areas in Virginia. Operations cover approximately 17% of Virginia including Loudoun County, the Shenandoah Valley, Warrenton, Culpepper, Waynesboro, Orange, Front Royal, Staunton, Suffolk and the Eastern Shore.

VRT's headquarters are located adjacent to the proposed site at 109 North Bailey Lane in the Town of Purcellville. VRT is a not-for-profit 501(c)(3) organization.

In this project, VRT is working with Loudoun Transit. Loudoun Transit provides commuter-bus service from park and ride lots in Loudoun to Reston and points further into Fairfax County and Washington, DC; and local bus service in eastern Loudoun County. Loudoun Transit, an agency of the Loudoun County government, will operate both the park and ride lot and the commuter buses.

LOCATION:

The 2.8 acre site is on the cul-de-sac at 408 and 412 Browning Court approximately 300 feet south of West Hirst Road between North 21st Street (Rt. 690-Hillsboro Road) and North Hatcher Avenue (Rt. 611 – Purcellville Road) on Lots 6 and 7 of Browning Industrial Park on the north side of the Town of Purcellville in the Blue Ridge District of Loudoun County, Virginia.

Virginia Transit's corporate offices and bus maintenance facility are located immediately to the east. Adjoining lots in Browning Industrial Park have been developed in compatible commercial/industrial uses. The South Fork of Catoctin Creek runs to the south in a 12 acre nature park.

JUSTIFICATION:

The proposed commuter parking lot will enable Loudoun Transit to provide better services to local commuters. The parking lot will be larger and more accessible than previous facilities. Access will be from Hirst Road, thereby reducing traffic and congestion on Main Street through the middle of Purcellville. Commuter buses reduce the number of vehicles on the road, thereby reducing congestion and time spent in traffic for those commuting in cars as well as buses.

Reducing through traffic on Main Street should provide major benefits to Town residents and particularly businesses, as it will be easier to make turns at business entrances. There should be little, if any, impact on school traffic because the commuter passengers would be driving during hours not normally used by people traveling to and from the Purcellville schools. The current online schedule posted by Loudoun County shows that the last morning commuter bus departs Purcellville at 5:25 am, before the start of the morning school traffic, and, except for a mid-afternoon Friday arrival, the first bus does not arrive back in Purcellville until 5:28 pm, when the afternoon school traffic is over. Normal operating hours are 4:30 to 5:30 am; and 2:30 to 8:30 pm.

Allowing the property to serve as a commuter parking lot is in compliance with the Purcellville Comprehensive Plan. The Comprehensive Plan has, as one of its 2025 Transportation Policies and Implementation Strategies, the support of “transit systems and facilities to reduce energy, protect the environment, and maintain Town character and quality of life” (page 96). The Comprehensive Plan further states on page 94 that there should be a permanent park and ride facility in the northern part of Purcellville, such a facility would “benefit the Town and enhance the transportation opportunities in the future.” The proposed commuter parking lot would satisfy those policies. While the Comprehensive Plan calls for a facility of only up to 150 spaces, and the proposed commuter parking lot would allow for up to 250 vehicles, VRT and the County believe that the increased size is needed to accommodate the demand for ridership on the commuter buses.

This commuter parking lot is also supported by the Purcellville Transportation Plan. In the 2000 U.S. Census, the Transportation Plan notes that almost 98% of those responding said that they use private vehicles to commute to work. One of the stated goals of the Transportation Plan is to encourage people to use alternative forms of transit to single-occupant vehicles. Having an easily accessible commuter parking lot with adequate parking will encourage people to use transit services, thereby helping to implement one of the goals of the Transportation Plan.

VRT believes that having a commuter parking lot on the property will benefit the Town and the citizens of Purcellville and western Loudoun County. VRT respectfully asks that the Town of Purcellville grant its request for a Special Use Permit to allow a commuter parking lot of up to 250 vehicles as a special use on the property.

ISSUES FOR CONSIDERATION:

1. Whether the proposed application is consistent with the comprehensive plan.

- a. *2025 Comprehensive Transportation Policies: The Plan calls for “a connected network of attractive public streets in Town that efficiently and effectively manage traffic flow” [PCP, p.94]. “A comprehensive transportation system that includes a multi-modal network of safe, adequate and efficient management opportunities for motor vehicles, pedestrians, and bicycles” [PCP, p. 95], and “encourage(ing) and support(ing) transit systems and facilities to reduce energy, protect the environment, and maintain Town character and quality of life” (PCP, p. 95-96).*
- *Loudoun’s proposed commuter parking lot on VRT’s property is proposed to accommodate approximately 250 vehicles which is a significant increase over the number of spaces in the existing 68 space commuter parking lot at St. Andrews Presbyterian Church. This would allow many additional cars to be removed from the traffic flow during typical commuting hours.*
 - *Per the current schedule for the Loudoun County Transit Commuter Bus utilizing the St. Andrews lot (attached), five buses depart Purcellville each morning between 4:38 and 5:25 am. These departure times are early enough to avoid typical morning traffic. The schedule also shows 19 arrivals at St. Andrews each evening from 5:21 to 8:20 pm (plus 2:48 pm Friday only), and while these coincide with typical evening traffic, the Town would potentially be looking at a reduction of 162 vehicles to 19 buses on a daily basis.*
 - *It is Loudoun Transit’s intention to eliminate the St. Andrews lot and proposed lot at Patrick Henry College if the VRT lot is approved. This will relocate the bus trips which currently occur along Main Street to Hirst Road, and while both roads are congested during normal commuting hours, traffic flows more freely during the evening commute on Hirst versus Main due to its lack of stop lights and the reduced number of intersections and commercial entrances. VRT’s property is also closer to the proposed interchange at the Route 7 Bypass and North 21st Street.*
- b. *2025 Land Use Policies: The Plan expresses a desire to “achieve a better balance between residential and commercial and industrial development” as well as “increase opportunities for commercial and industrial growth” [PCP, p. 110]. The Plan also includes policies to “provide for managed community growth and land development that ensures harmonious, compatible and orderly land use patterns” [PCP, p.111] and “provide a diversity of land uses that support the residential and business needs of Purcellville while ensuring economic, social and financial stability” [PCP, p.111].*
- *A commuter parking lot on the VRT property would fit an orderly land use pattern because it would be utilizing an existing parking lot, and the lot would support the needs of Purcellville’s residents that commute toward Washington, DC.*

- c. Town-Wide Effects: A commuter parking lot on the VRT property will provide an opportunity to take numerous additional vehicles off of the Town's roads during typical commuting hours. While a possible reduction of up to 162 vehicles (i.e. 19 buses instead of 181 automobiles) during these periods will not solve all of the Town's traffic problems, it still represents an improvement. Relocation of the commuter parking lot from St. Andrews to the VRT property would also pull bus traffic off of the more heavily congested Main Street by relocating it to Hirst Road. This location would also be closer to the proposed interchange at the Route 7 Bypass and North 21st Street.*
2. Whether the proposed special use at the specified location will contribute to or promote the welfare and convenience of the public.
 - *Users of the Loudoun Transit commuter buses will benefit from the added capacity and improved accessibility of the proposed commuter parking lot.*
 - *Town residents will benefit from the diversion of commuter and bus traffic from the already congested Main Street corridor.*
 - *Businesses along Main Street will benefit from the reduction in through traffic, providing improved capability for left turns into existing businesses.*
3. Whether the proposed use is compatible with other existing or proposed uses in the neighborhood, and adjacent parcels.
 - *The proposed use is little different from the existing bus parking and maintenance use.*
 - *The adjoining uses, including VRT's corporate facilities, are light industrial in nature, and compatible with the proposed use.*
4. Whether the level and impact of any noise or odor emanating from the site, including that generated by the proposed special use, negatively impacts the uses in the immediate area.
 - *The commuter parking lot will be situated within an industrial park.*
 - *The commuter parking facility will replace a bus storage and maintenance yard.*
 - *No unusual noise or odors are typically associated with the proposed use as a commuter parking lot.*
5. Whether the proposed special use will result in the preservation or damage of any existing habitats, vegetation, topographic or physical, natural, scenic, archeological, or historic feature of significant importance.
 - *There are no special natural or historic features on the subject site.*
 - *This proposal entails very little disturbance in any case: mostly just re-striping the parking lot for cars instead of buses.*

6. Whether the proposed special use will impact existing water quality or air quality.
 - *There should be no net impact on air or water quality.*
7. Whether the traffic generated by the proposed use will be adequately and safely served by roads, pedestrian connections, and other transportation services.
 - *While traffic will be increased on Browning Court and Hirst Road, there will be corresponding decreases on Main Street.*
 - *See Traffic Study.*
8. Whether the proposed use will negatively impact orderly and safe road development and transportation in accordance with the comprehensive plan and all relevant transportation and corridor plans.
 - *Traffic will generally be relocated from Main Street to industrial and collector roads where entrances, intersections and movements are less frequent.*
9. Whether the proposed use will be served adequately by essential public facilities and services.
 - *There should be little change in the demand for public services.*
 - *The demand for public water and sewer will be minimal.*
10. Whether, in the case of existing structures to be converted to uses requiring a special use permit, the existing structures can be converted in such a way that retains the character of the neighborhood in which the existing structures are located, especially when an application seeks to convert a building of historic significance.
 - *The current use is a bus storage and maintenance yard, which is not much different in aspect or impacts than the proposed commuter parking lot.*
 - *Most of the site is screened from view.*
 - *No historic structures will be affected.*
11. Whether the proposed special use contributes to the economic development needs of the town.
 - *The improved commuter parking facility will make it easier, safer and less stressful for Town residents to get to their jobs, thereby adding to the wealth and welfare of the citizens.*
 - *The reduction of through traffic on Main Street should make it easier for customers to get to stores and businesses on Main Street.*

12. Whether adequate on and off site infrastructure is available.

- *The only infrastructure requirements of consequence are traffic and transportation related, which our Traffic Study addresses.*

13. Whether the proposed special use illustrates sufficient measure to mitigate the impact of construction traffic on existing neighborhoods and schools.

- *Very little construction activity is anticipated:*
 - *Re-stripe the parking lot*
 - *Add two 6'x12' bus waiting shelters*
 - *Relocate a light standard*
 - *Add some sidewalk*
- *The construction will be limited to the subject lot and road-front at the cul-de-sac of Browning Court, a low-volume street in an industrial park.*

CONCLUSION:

A Special Use Permit should be granted to allow a commuter parking lot at 408 and 412 Browning Court because the commuter parking facility would provide substantial benefits to the community and would have few negative impacts. The expanded capacity and improved location will benefit those using the commuter buses, and will encourage more such users.

The expanded commuter system will remove more cars from the roads, making the commute easier for all traffic heading eastward in the mornings and returning afternoons. There should be a significant decrease in traffic on badly congested Main Street. Most of this decrease on Main Street would be of through traffic, making it easier for customers to visit shops and businesses on Main Street without reducing the number of customers.

Virginia Regional Transit, the owner of the site, has long had their headquarters in Purcellville. Loudoun Transit, who operates the commuter buses and will oversee the commuter parking lot, is an agency of the Loudoun County government.

A commuter parking lot is compatible with adjoining uses. The land use is consistent with the Purcellville Comprehensive Plan. The commuter parking lot and expanded commuter busing capacity will help achieve major objectives of the Purcellville Transportation Plan.

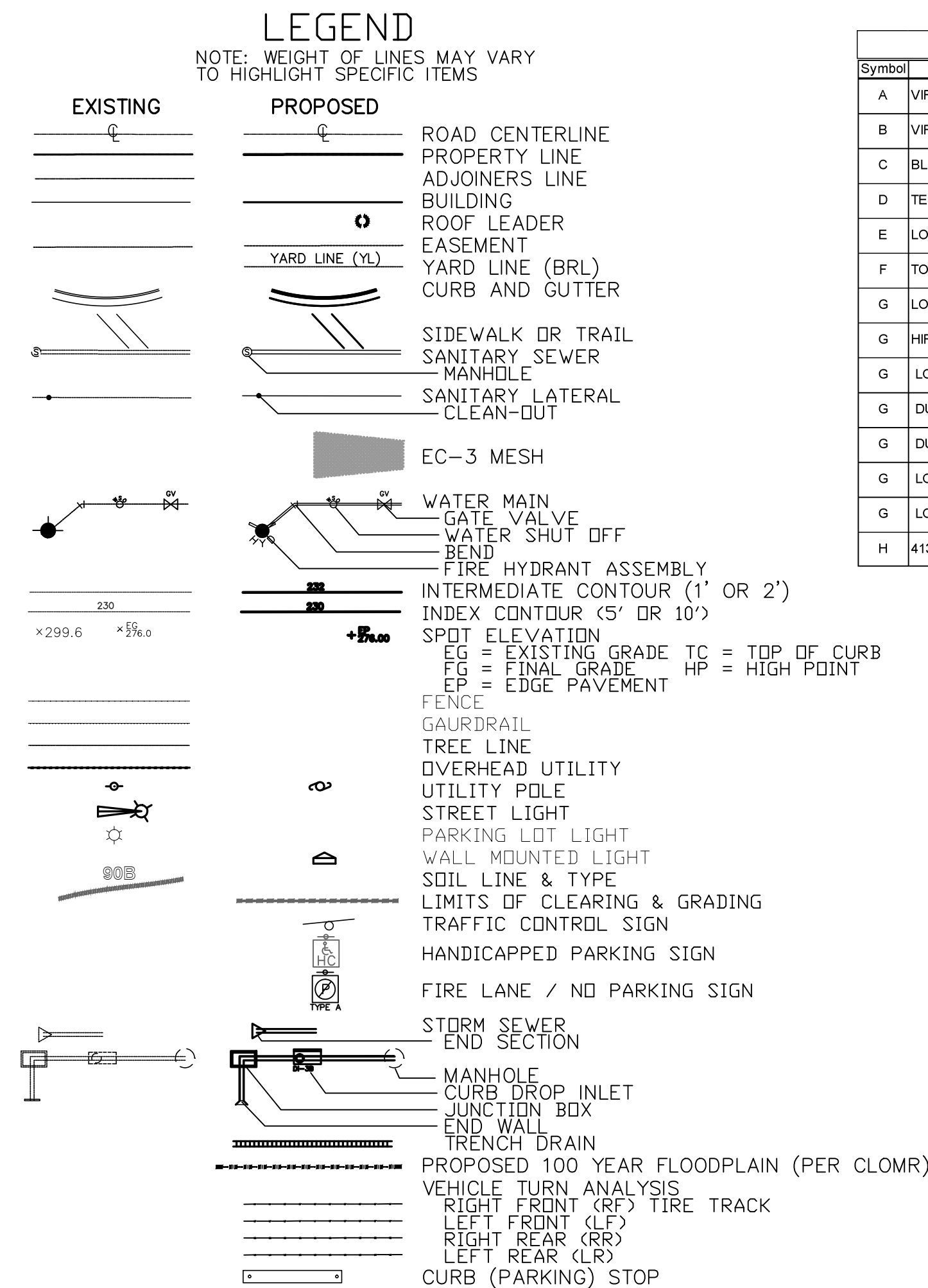
The provision of a commuter parking lot at this site is in the public interest; a Special Use Permit should be approved.

Virginia Regional Transit COMMUTER PARKING LOT Special Use Permit SUP16-02 Concept Plan

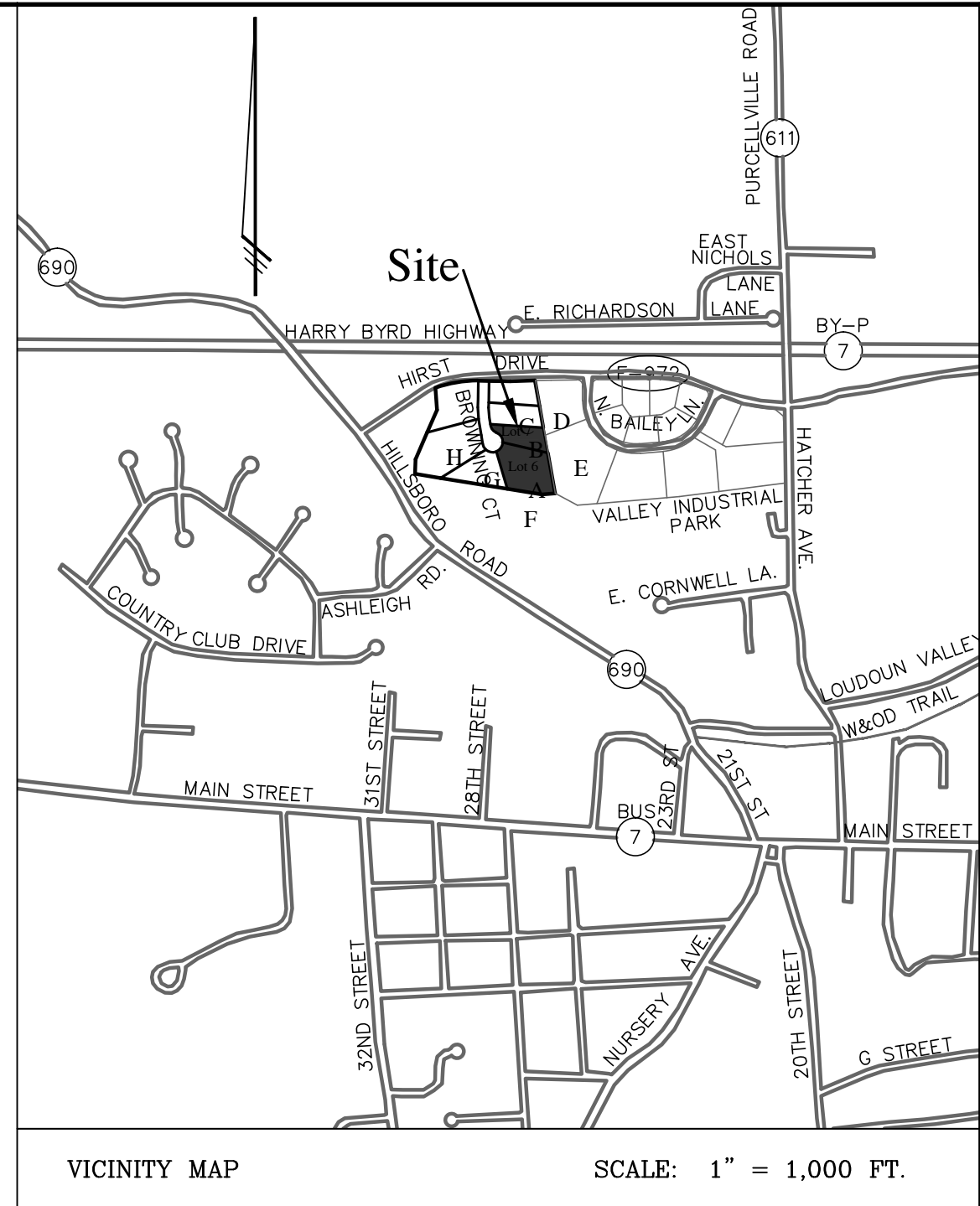
Virginia Regional Transit
SPECIAL USE PERMIT SUP16-02
COMMUTER PARKING LOT

- PURPOSE:** The purpose of this application is to present a concept plan to convert a bus maintenance and storage facility into a commuter parking lot.
2. **LOCATION:** The site consists of lots 6 & 7 of Browning Industrial Park, #408 & #412 Browning Court off Historic Road West (State Route #1) in the Town of Purcellville, Blue Ridge Election District, Loudoun County, Virginia. Total parcel acreage is 2.82 acres.
3. **OWNER, APPLICANT & DEVELOPER:**
Virginia Regional Transit
Bruce Alder, Project Manager
109 Bailey Lane North
Purcellville, VA 20132-3085
(540) 338-1610 Fax (540) 338-0690
4. **PARCEL INFORMATION:**
- | | Lot 6 | Lot 7 |
|--------------------------|--------------------|--------------------|
| Browning Industrial Park | | |
| Loudoun Tax Map #: | /35/46/III/6/ | /35/46/III/7/ |
| MCPI#: | 487-15-8142 | 487-15-8360 |
| Address: | 412 Browning Court | 408 Browning Court |
| Acreage: | 1.9403 Acres | 0.8825 Acres |
| Square Feet | 84,519 Sq.Ft. | 38,444 Sq.Ft. |
5. **SOURCE OF TITLE:**
a. Virginia Regional Transit acquired the Lot 6 of Browning Industrial Park from Arcadia Building Company by Instrument # 20110329-0019858 recorded among the Land Records of Loudoun County, Virginia.
b. Virginia Regional Transportation Association acquired the Lot 7 of Browning Industrial Park from Arcadia Building Company by Instrument # 20040809-0082841 recorded among the Land Records of Loudoun County, Virginia. (Corporation name change)
6. **TITLE REPORT:** Commonwealth Land Title Insurance Company provided title insurance effective March 17, 2011. All easements and encumbrances depicted in the report accompanying the insurance commitment are depicted on these drawings except as noted below. Easements, utilities, improvements and encumbrances not identified in the title report may not be shown on these drawings.
a. The following easements and/or agreements do not affect the subject property:
1) The Town of Purcellville, Virginia: DB.412.Pg.291
2) James E. & Virginia P. Hoyle: DB.491.Pg.328
b. The following easements and/or agreements may affect the subject property, but the descriptions were inadequate to locate the encumbrment:
1) Loudoun Light & Power Company: DB.9-W, Pg.96
2) Loudoun Light & Power Company: DB.10-S, Pg.78
3) The Town of Purcellville, Virginia: DB.10-L, Pg.16
4) The Town of Purcellville, Virginia: DB.13-X, Pg.4647
7. **RESTRICTIVE COVENANTS:** Recorded at Instrument # 2004-02-05-0011123, February 5, 2004
8. **BOUNDARY SURVEY:** Boundaries are based on an unrecorded plat entitled "ALTA/ACSM Survey - Lot 6 Browning Industrial park," by Jeffrey H. Wolford, Sr., LS # 1093B, Wolford & Chen, P.C., August 2, 2010 and the "Record Plat - Browning Industrial park" by Eric E. Zicht, LS, Zicht Engineering, Ltd., recorded at Instrument # 2004-02-02-0011122P February 5, 2004, which in turn was based on a survey by Wolford & Chen, P.C., 1987, located at DB. 0975, Pg. 1541. Boundary monuments were checked by Scott Wolford, LS, May 2, 2011. Error is less than 1:10,000.
9. **LAND USE:**
- | | Lot 6 | Lot 7 |
|-----------|---------------------------|---------------------------|
| Existing: | Bus Storage & Maintenance | Bus Storage & Maintenance |
| Proposed: | Commuter Parking | Commuter Parking |
10. **ZONING:** CM-1 Local Service Industrial District (Zoning and zoning regulations noted herein are as of the date of this plan are subject to change.)
- | | <u>REQUIRED</u> | <u>This Project</u> |
|---------------------------------------|-----------------|----------------------------------|
| 10.5. Lot Size Standards: | None | n/a (Existing - No change) |
| 10.6. Yard and Setback Standards: | | |
| 1) Minimum Front Yard: | 20 ft. | 25 ft. ± (Existing - No change) |
| 2) Minimum Side Yard: | 10 ft. | 10 ft. ± (Existing - No change) |
| 3) Minimum Rear Yard: | 20 ft. | 165 ft. ± (Existing - No change) |
| 4) Minimum from Residential District: | 50 ft. | n/a (Existing - No change) |
| 10.8. Height Standards: | 60 ft. | <60 ft. (Existing - No change) |
11. **FLOODPLAIN:**
a. No portions of the subject properties are located in floodprone areas. The area within the boundaries of these properties are depicted as "OTHER AREAS - Zone X, Areas determined to be outside 500-year floodplain" on FEMA Flood Insurance Rate Map 51107C-0088-D, July 5, 2001.
b. The limits of floodprone areas were determined through a detailed study reported in "Flood Plain Management Study, Loudoun County, Virginia", by the U.S. Soil Conservation Service, June 1983.
c. The extent of a flood plain, and the associated Floodplain Overlay District is dynamic in nature. It is a function of land use, hydrology and hydraulics, which are subject to change.
12. **SCENIC CREEK BUFFER:** A 100-foot buffer is required from the banks of the South Fork of Catoctin Creek. This buffer does not extend onto the subject property and no disturbance within the limits of the buffer is proposed.
13. **PARKING:** Shall conform to Article 6 Section 1 of the Town of Purcellville Zoning Ordinance.
14. **LOADING:** No loading spaces are needed or required.
15. **PREVIOUS APPROVAL & CONDITIONS:**
a. Record Plat at DB. 0975, Pg. 1541
b. TP-2002-19 Preliminary Subdivision Plan, Browning Industrial Park, approved September 19, 2002.
c. TP-2002-19 Construction Plans & Profiles, Browning Industrial Park
d. TP-2002-25 Record Plat, Browning Industrial Park, recorded February 5, 2004 @ Instrument # 20040205-0011122-P
e. TP-2004-0010 Preliminary/Final Site Plan - Bus Staging Lot - Virginia Regional Transportation Association (06/22/2005). (Lot 7)
f. TP-2011-0006 Preliminary/Final Site Plan - Gateway Project - Virginia Regional Transit (Lots 6 & 7)
16. **STATE PLANE GRID COORDINATES:** State Plan Grid lines and coordinates were interpolated from Loudoun County PCT Map #487
17. **TOPOGRAPHY & PHYSICAL FEATURES:** The topographic and physical surveys depicted on these drawings were completed under the direct and responsible charge of Eric E. Zicht, LS #1552 from an actual ground survey made under my supervision by Scott Wolford, LS; that the imagery and/or original data was obtained on May 2, 2011; and that this plat, map, or digital geospatial data including metadata meets minimum accuracy standard unless otherwise noted. The vertical datum is NGVD 29 and is based on NGS Mean Sea Level.
18. **WETLANDS:** There are no known state or federally protected wetlands on these properties or on area that are likely to be disturbed.

1. **LANDSCAPING, BUFFERS & SCREENING:** Landscaping, buffering and screening shall be provided in accordance with Purcellville Zoning Ordinance Articles 6 & 7.
- a. Streetscaping (ZO 7.3): 1 medium or large canopy tree per 40 feet of frontage will be provided.
- PROVIDED PREVIOUSLY**
- b. Buffering (ZO 7.4):
- No buffer required for similar zoning (including the North, West, and East property boundaries). **PROVIDED PREVIOUSLY**
 - A 20 foot type S1 "semi-opaque" screen is required along the southern property boundary adjoining the parcel zoned institutional (IP). **THIS WAS PREVIOUSLY MODIFIED IN VIEW OF THE WATERLINE EASEMENT ALONG THE SOUTH BOUNDARY OF PARCEL 6.**
- c. Parking Lot Landscaping (ZO 6.1.7):
4. Overall Requirements: One canopy tree for every 10 parking spaces and one ornamental tree for every ten parking spaces. **TO BE PROVIDED.**
 5. Perimeter Parking Lot Landscaping:
 - C. Commercial/Industrial Districts: Minimum widths of continuous landscape area on perimeter of parking lot:
 - To Public Streets: Min. 5 feet - w/ 9' for canopy trees
 - To all other property lines: Min. 3 feet (not required when lots have connected and adjoining parking areas.)
 - a. Number of Plants: Two ornamental and 7 shrubs for each 40 feet of parking lot perimeter.
 - b. Screening Adjacent to Public Streets: Partial screening through shrubs, hedges, fences, berms walls or buildings.
 - c. Street Trees:
 - Along public street: Maximum spacing of 40 feet.
 - Along other perimeters: Maximum spacing of 30 feet.
6. Interior Parking Lot Landscaping: **A WAIVER OF THIS STANDARD IS REQUESTED FROM THE TOWN COUNCIL IN CONJUNCTION WITH THIS SPECIAL USE PERMIT**
- d.1) Minimum Landscape Area: 20 square feet per each required parking space.
 - d.2) Minimum Individual Landscape Area: Not less 50 square feet for individual area.
 - d.3) Landscape Islands required at end of each bay, 9-foot width minimum.
 - d.4) Minimum Tree Spacing: Center of any parking space not more than 50-ft from tree.
 - d.5) Planter Divider Medians: For every two double bays, one median divider required:
 - a) Minimum width: 5-feet
 - b) One tree and 5 shrubs per 30 feet length
 - c) Three shrubs for every 5 parking spaces.
20. **UTILITIES:** This project shall be served by Town of Purcellville public water and sanitary sewer systems. (Existing - No new services)
21. **SOILS:** The subject development site does NOT contain class III or IV soils per the latest County soils map and as identified by "The Interpretive Guide to Soils Maps, Loudoun County, Virginia", 1998.
- 20C Purcellville and Tankerville soils, (7-15%) (B) complex of very deep, well drained yellowish-red silty Purcellville and moderately deep well drained, yellowish-brown loamy soils on convex upland positions; developed in residuum weathered from mixed granite gneiss and metadiabase rock. Class II R - fair potential; depth to rock depth to hard bedrock is generally greater than 6' in Purcellville and greater than 30' in Tankerville.
- 23B Purcellville silt loam, (2-7%) (B) very deep, well drained yellowish-red silty to loamy soil on undulating and gently sloping uplands; developed in residuum weathered from mixed granite gneiss and metadiabase rock. Class II RS - poor potential; steep slope depth to rock. Depth to hard bedrock is generally greater than 6' in Purcellville and greater than 30' in Tankerville.
- NOTE: These soils have been extensively disturbed. Most of both lots 6 and 7 has been paved.
22. **GEOTECHNICAL REPORT:** A Type II Geotechnical Report entitled "Subsurface Investigation and Geotechnical Evaluation - VRTA Parking Lot and Gateway Building," by CTI Consultants, Inc., December 29, 2010 (Job Number 3G-1044) has been completed for the site.
23. **ARCHAEOLOGIC, HISTORIC & NATURAL FEATURES:** South Fork of Catoctin Creek & associated flood plain & wetlands.
24. **STORM WATER MANAGEMENT (SWM) & BEST MANAGEMENT PRACTICES (BMP's):**
- a. The disturbed area will be less than one acre. Therefore, no stormwater detention or energy balance is required, and no VSMP permit or Storm Water Pollution Prevention Plan (SWPPP) is required.
 - b. The site borders on a FEMA regulated flood plain of greater than 1 square mile of drainage area. Consequently, no storm water detention is required.
 - c. BMP's were provided for the entire Browning Industrial Park Subdivision site through a retention/detention pond at the outfall of the storm sewer system towards which most of the runoff from this development will be directed. See CPAP TP-02-19.
25. **ADEQUATE OUTFALL:** The receiving body of water, the South Fork of Catoctin Creek, has a drainage area of over 7 square miles. The subject site entails less than 1% of the watershed, and thus meets adequate downstream capacity criteria by definition.
26. **EROSION AND SEDIMENT CONTROL:** E & S Controls shall be employed in accordance with and the Virginia Erosion and Sediment Control Handbook and the Loudoun County Codified Ordinances, Chapter 1220.
27. **SOLID WASTE:** Private waste pickup shall be provided at least once per week. A trash enclosure will be installed at the southwestern corner of the site.
28. **POLLUTION SOURCES:** No existing underground storage or other potential sources of pollution are known to exist on this site.
29. **MAINTENANCE OF STREETS & DRAINAGE FACILITIES:** The Town of Purcellville shall be responsible for the maintenance of all publicly dedicated streets, drainage structures and ditches that are located within defined and dedicated rights-of-way. The individual lot owners shall be responsible for the maintenance of access easements and storm drainage easements outside of street rights-of-way. No public right-of-way is proposed to be dedicated in conjunction with this site plan.
30. **CONSTRUCTION STANDARDS:** All construction shall conform to the current standards of the Town of Purcellville, Loudoun County and the Virginia Department of Transportation, as applicable.
31. **CONDITIONS OF APPROVAL:** All development within this site shall be in substantial conformance with any conditions set forth as conditions of approval of this Plan.



NOTE: All details, design and construction shall be in accordance with, and conform to the requirements of The Town of Purcellville, Loudoun County, the Virginia Department of Transportation (VDOT), and the Virginia Department of Health (VDH), regardless of how shown on the plans. The approval of these plans shall in no way relieve the owner of complying with other applicable local, State and Federal requirements.



Owner/Applicant/Developer:
Virginia Regional Transit
c/o: Bruce Alder
109 N. Bailey lane
Purcellville, Virginia 20132-3085
(540) 338-1610; Fax (540) 338-0690

Vicinity & Adjointer Legend							
Symbol	Owner	Address	Acreage	Tax Map	PIN	Zoning	Land Use
A	VIRGINIA REGIONAL TRANSIT	412 BROWNING CT	1.94	/35/146/III/8/	487-15-8142	CM-1 Local Service Industrial District	BOS Exempted
B	VIRGINIA REGIONAL TRANSPORTATION	408 BROWNING CT	0.88	/35/146/III/II/7/	487-15-8360	CM-1 Local Service Industrial District	Exempted
C	BLOOMFIELD INVESTMENTS LC	404 BROWNING CT	1.00	/35/146/III/II/7/	487-15-8274	CM-1 Local Service Industrial District	Commercial Industrial
D	TERRY C & GLENDA E MARTIN	101 BAILEY LA N	1.84	/35/111/III/8E/	487-16-4090	CM-1 Local Service Industrial District	Commercial Industrial
E	LOUDDON COUNTY TRANSPORTATION ASSOC	105 BAILEY LA N	3.63	/35/111/III/6E/	487-16-5846	CM-1 Local Service Industrial District	BOS Exempted
F	TOWN OF PURCELLVILLE	NO ADDRESS	12.65	/35/111/III/C/	487-16-0812	IP Institutional and Public	Exempt
G	LOT 5 LLC (Condominium)	417 BROWNING CT	1.21	/35/146/III/II/8/	487-15-5893	CM-1 Local Service Industrial District	Commercial Industrial
G	HIRST ROAD II LLC	417-A BROWNING CT	na	/35/152C/M/IIA/	487-15-8624-001	CM-1 Local Service Industrial District	Commercial Industrial
G	LOT 5 LLC	417-B BROWNING CT	na	/35/152C/M/IIIB/	487-15-8624-002	CM-1 Local Service Industrial District	Commercial Industrial
G	DURANT MUSIC GROUP LLC	417-C BROWNING CT	na	/35/152C/M/IIIC/	487-15-8624-003	CM-1 Local Service Industrial District	Commercial Industrial
G	DURANT MUSIC GROUP LLC	417-D BROWNING CT	na	/35/152C/M/IIID/	487-15-8624-004	CM-1 Local Service Industrial District	Commercial Industrial
G	LOT 5 LLC	417-E BROWNING CT	na	/35/152C/M/IIIE/	487-15-8624-005	CM-1 Local Service Industrial District	Commercial Industrial
G	LOT 5 LLC	417-F BROWNING CT	na	/35/152C/M/IIIF/	487-15-8624-006	CM-1 Local Service Industrial District	Commercial Industrial
H	413 BROWNING COURT LLC	413 BROWNING CT	2.36	/35/146/III/II/8/	487-15-4254	CM-1 Local Service Industrial District	Commercial Industrial

PROPERTY ADDRESS:
412 Browning Court - 408 Browning Court
Off Hirst Road
PURCELLVILLE VA 20132

PARCEL INFORMATION
 412 Browning Court - 408 Browning Court
 PIN: 487-15-8142 - PIN: 487-15-8360
 LCTM: /35//46/////6/ - LCTM: /35//46/////7/
 1.9403 Acres = 84,519 Sq.Ft. - 0.8825 Acres =38,444 Sq.Ft.
 ST: Instr.200110329-0019858 - ST: Instr.20040809-0082841
 Plat @ Instr. 20060106-00198858 & 0002250-P
 Zoning: CM-1 Local Service Industrial District

SHEET INDEX

1. COVER & NOTES
2. CONCEPT PLAN

SPECIAL USE PERMIT SUP16-02
Virginia Regional Transit
Commuter Parking Lot
COVER & NOTES

Owner/Developer:
Virginia Regional Transit
109 N. Bailey lane
Purcellville, Virginia 20132-3085
(540) 338-1610; Fax (540) 338-0696

PARCEL INFORMATION
412 Browning Court - 408 Browning
PIN: 487-15-81-42 L - ST: 487-15-8
PIN: 487-15-46-1166 - LCTM: /35/46-1166-1
LCTM: /35/46-1166-1 - LCTM: /35/46-1166-1
1.9403 Acres = 84.519 Sq. Ft. - 0.8825 Acres
ST: Instr. 200110329, 0019858 - ST: Instr. 2001-
Plat # Instr. 200606106-0019858 & 0019859



Zicht & Associates, PLC
Professional Engineering, Planning & Land Surveying



No.	REVISIONS	Date
1	ORIGINAL	04-27-16
2	HANDICAPPED PARKING	06-03-16
3	REV PER PULL COMMENTS	09-01-16
4	REV PER PULL COMMENTS	09-01-16
5	REV PER PULL COMMENTS	12-20-16
6	REV PER PULL COMMENTS	12-21-16
7	REV PER PULL COMMENTS	01-11-2017
8		
9		
10		

Design: _____ JK

Drawn: _____ JK

Checked: _____ EEZ

File: Z:\15-JOB\1513

Scale: AS SHOWN

Sheet: _____

© Copyright - Zicht & Associates, PLC. 2017

**MINUTES
PLANNING COMMISSION REGULAR MEETING
JANUARY 19, 2017, 7:00 PM
TOWN HALL COUNCIL CHAMBERS**

PRESENT: Theresa Stein, Chairman
Britt Adkins, Planning Commissioner
Tip Stinnette, Planning Commissioner
EJ Van Istendal, Planning Commissioner
Kelli Grim, Planning Commission/Council Liaison

ABSENT: Chip Paciulli, Planning Commissioner
David Estey, Planning Commissioner

STAFF: Daniel Galindo, AICP, Senior Planner
Tucker Keller, Planning and Zoning Technician

CALL TO ORDER OF REGULAR MEETING:

Chairman Stein called the Planning Commission Regular Meeting to order at 7:00 PM. The Pledge of Allegiance followed.

AGENDA AMENDMENTS:

Daniel Galindo stated that there would be a brief work session following the regular meeting.

COMMISSIONER DISCLOSURES:

Commissioner Grim disclosed that she met with Pat Kipfer and staff regarding Ms. Kipfer's property on Colonial Highway.

PUBLIC HEARINGS:

None

PRESENTATIONS:

None

DISCUSSION ITEMS:

None

ACTION ITEMS:

None

INFORMATION ITEMS:

a. Status of Priority Work Items

Daniel Galindo stated that Commissioner Paciulli attended the Board of Architectural Review meeting Tuesday and spoke to them about the building heights in C-4. Daniel Galindo added that Commissioner Paciulli asked if any Board members would be interested in working with him on this topic, and there were two Board members interested. They will be scheduling a meeting soon.

Chairman Stein stated that Commissioner Paciulli sent the draft text to her for comments, and she believes she is one of the people that said they would work with Commissioner Paciulli on the item.

CITIZEN COMMENTS:

None

COUNCIL REPRESENTATIVE'S REPORT:

Commissioner Grim stated that at the January 10, 2017 Town Council Meeting, Dr. Jim Wiley and Mrs. Betty Wiley were recognized for their involvement with the Town over many years and that they were provided with a key to the Town. Commissioner Grim added that the LVHS Boys Cross Country State Champions were also recognized.

Commissioner Grim stated that the remapping of the floodplain and the zoning ordinance text amendment were voted on and approved. Daniel Galindo clarified that it was not voted on but that the public hearing was held.

Commissioner Grim stated that it seems that EDAC provides an update on ongoing projects concerning land use, issues, etc. and asked if that would be helpful to the Planning Commissioners. Commissioner Grim stated the Alder School Road water main replacement had to do with six or eight homes that the Town has provided water to since the 1950s. Commissioner Grim added that the Town code is being amended to create a Barment Program, which for commercial property owners will be helpful when they have issues with people on their property.

Commissioner Grim added that the evening prior there was a Capital Improvement Program meeting to review where funding may or may not be available and also discussed the projects that would be in the Town's FY18 improvements. Commissioner Grim welcomed the

Commissioners' input and added that the next meeting will be in February with the water consultant.

Commissioner Grim stated she had met with most of the staff that was in the building and Ms. Kipfer, and she stated that it has been a long and tedious process for Ms. Kipfer to try to come to a resolution for something that has left her in a lurch which goes back to PUGAMP days and annexations that were initiated by the Town. Commissioner Grim added that they are hopefully resolving a few of them being that a resolution needed to be completed several Council's ago that may help her land use designation. Commissioner Grim added that when you look at the comprehensive plan and her property, understand that she does have and was given—voted on and approved—a land use designation for mixed use commercial on that parcel. Commissioner Grim added that it was, at one time, residential and is now Transition X. Commissioner Grim stated that what she came away with was that there are sometimes extreme unintended consequences when the comprehensive plan is not followed even close and that Ms. Kipfer has been put into a bad situation and hopes it can be resolved. Commissioner Grim added it is something that needs to be implemented into this comprehensive plan because it was not in the 2011 review.

Chairman Stein confirmed if it is currently Transition X. Commissioner Grim stated it is Transition X with a mixed use commercial land use designation. Chairman Stein stated that anyone else that was annexed is Transition X and that they come in for a rezoning, and asked why we would not expect her do that same process. Commissioner Grim stated there is a lot to it and that Ms. Kipfer has made a request and part of that is because a previous Council failed to finalize her land use designation to begin with, so there is no resolution which is the missing piece to it. Commissioner Grim stated that Ms. Kipfer may have used the wrong verbage when she came forward asking to be rezoned in trying to understand what district that she is in. Commissioner Grim referenced the Browning Court incident and that there is a lot that will come forward to get corrected and that her land use designation issue needs to be implemented into the comprehensive plan.

Chairman Stein asked why that could not be taken care of while the comprehensive plan is being amended. Commissioner Grim stated that is what is being anticipated. Chairman Stein asked why there would be a separate item for this and it is not just part of the process. Commissioner Grim stated that it was approved by Council; however, the resolution is missing to finalize it. Commissioner Grim added that the legislative portion of her land use designation was never completed. Chairman Stein asked if the request is to rezone the property for her. Commissioner Grim stated that Ms. Kipfer came forward and that they met today and tried to hash out the verbage and if she meant rezoning. She stated that Ms. Kipfer's biggest concern is that she is 20 feet away from gas tanks that she never intended to be and there are a lot of other things, for legal purposes, she did not discuss.

Commissioner Grim stated that Ms. Kipfer is a residential property that was annexed that also does not have utilities but still has well and septic. Commissioner Grim added that was supposed to be part of the PUGAMP annexation agreement. Commissioner Grim added, via a question from Commissioner Stinnette, that Ms. Kipfer wants to know that her property is in a mixed

commercial district. Chairman Stein stated that Ms. Kipfer wants to be rezoned without proffers. Commissioner Grim stated that Ms. Kipfer has talked about proffers but did not know if rezoning was the proper word, so she is now looking at what the process was that should have occurred. Commissioner Grim added that the Town Council will take it up and probably delay the larger portion of it but is trying to assure her that this will be implemented properly. Commissioner Grim added that this property is not the only one that was not implemented into the comprehensive plan. Commissioner Grim stated that if the comprehensive plan today had all of the items and amendments that had been done up until that time, there would be a different comprehensive plan.

Chairman Stein stated that the comprehensive plan is already being reviewed and it will take her property into consideration, and there will be clarification on what her land use designation is. Chairman Stein added that it will then be up to Ms. Kipfer or to the purchaser to rezone the property to the appropriate district. Commissioner Grim stated that all of that is being looked at as to what the procedure is, including Town-initiated actions.

Commissioner Stinnette sought clarification on whether Ms. Kipfer's property is in Transition X and wants to be mixed use commercial. Commissioner Grim stated that Ms. Kipfer has been asking for six years for a final implementation, and she is trying to find out if she can end up in mixed use.

CHAIRMAN'S COMMENTS:

None

PLANNING COMMISSIONERS' COMMENTS:

None

APPROVAL OF MINUTES:

- a. January 5, 2017 Regular Meeting

Commissioner Stinnette made a motion to approve the minutes of the January 5, 2017 Regular Meeting and waive reading. The motion was seconded by Commissioner Adkins and carried 4-0 with 2 absent and 1 abstention with Commissioner Van Istendal abstaining since he was absent.

ADJOURNMENT:

With no further business, Chairman Stein closed the meeting at 7:14 PM.

Theresa Stein, Chairman

Diana Hays, Town Clerk

THIS PAGE INTENTIONALLY LEFT BLANK

**MINUTES
PLANNING COMMISSION WORK SESSION
JANUARY 19, 2017
TOWN HALL HERITAGE ROOM**

PRESENT: Theresa Stein, Chairman
Britt Adkins, Planning Commissioner
Tip Stinnette, Planning Commissioner
EJ Van Istendal, Planning Commissioner
Kelli Grim, Planning Commission/Council Liaison

ABSENT: Chip Paciulli, Planning Commissioner
David Estey, Planning Commissioner

STAFF: Daniel Galindo, AICP, Senior Planner
Tucker Keller, Planning and Zoning Technician

CALL TO ORDER OF WORK SESSION:

Chairman Stein called the Planning Commission Work Session to order at 7:18 PM.

CHAIRMAN'S COMMENTS:

None

DISCUSSION OF DRAFT DOCUMENTS FOR COMPREHENSIVE PLAN:

Daniel Galindo introduced the concept draft of the planning framework plan and an outline of how the plan can be best laid out. Daniel Galindo added that in previous discussions there was buy in on the concept of having maps showing land use and character, design, etc. Mr. Galindo added that, after talking with Emily Crown, he feels it makes the most sense to have the one primary map (referenced in the agenda packet) with each of the areas that are highlighted with a subchapter and a map for that specific area. In reference to the map, Mr. Galindo pointed out that the boundaries, colors and names are not final and is looking for the Commission's input before they are final. Mr. Galindo added that some of the "pros" in doing it this way are that there is a primary split between areas to be preserved and areas where change can occur and noted that most of Town would be preservation area. Mr. Galindo stated he feels this matches a lot of what the Planning Commission has heard and is a good way to show people that they do not have to worry about neighboring properties. Mr. Galindo stated it makes it easier to focus on the character and design of those areas, and focusing on each area individually allows for better tailoring of each chapter/subchapter. Daniel Galindo stated that it is his opinion that the split between preservation and change areas makes it more difficult for the plan to be deviated from.

Daniel Galindo stated that some of the "cons" from this are that it is fairly different from the current plan, and what people are used to, with the biggest differences being that there will be

less of a direct link between a specific parcel and a specific land use. Mr. Galindo stated that the goal was to not break up the entire Town into a lot of different sections and have to describe everything, but in the preservation areas, there can still be a map within that section with expanded comments specific to that map. In addition, in the managed change areas, each specific area would be formatted the same way as shown.

Mr. Galindo stated that the map does not show anything outside of Town, and the intention is that within the discussion of general development that there will be language that states that when/if the Town desires to look at areas that are not considered, they would need to meet certain criteria.

Mr. Galindo added that the Civic/Institutional designation works as things currently are; however, if something were to change, an area would need created for whatever the change is.

Chairman Stein referenced the location where Emerick Elementary is currently located and it being referenced as Civic/Institutional. Chairman Stein asked if the school went away and a new one was built somewhere else, why they would need a new area plan because they would still have to come in and do a comprehensive plan amendment in order to show the school in a different location. Daniel Galindo stated that if something like that were to happen, the current location is Civic/Institutional and can be used for a church, etc.; however, if something different were to be proposed, then significant changes would need made to the plan to make it fit. Mr. Galindo added that it makes sure that there is community involvement; however, it is not something that would be easy.

Commissioner Grim stated she would prefer to see it the way it is and that it is not something that is easy overall and would require an amendment to the comprehensive plan.

Commissioner Grim talked about the rezoning changes so that if a school was demolished and sold to a private entity that it limited the development allowed on the property. Council member Grim stated she would pull paperwork on a similar situation for discussion.

Commissioner Stinnette stated he understood the concepts and the left hand downtown through west end focus areas, but he has concerns for the right hand side. Commissioner Stinnette added that the labels will likely be changed but feels the label Open Space is a loaded term depending on who is looking at the document. Commissioner Stinnette stated he came up with a grid with over twenty boxes to superimpose on top of the Town that cover large areas of land and then the boxes can be identified by residential, etc. Commissioner Stinnette added he is concerned with the labeling on the right side and suggested a more neutral way to categorize things, particularly when it comes to open space. Chairman Stein asked Commissioner Stinnette if he is concerned with the Residential, Commerce, Civic/Institutional labels or if it was just the Open Space. Commissioner Stinnette stated he is mostly concerned with Open Space. Chairman Stein asked if he feels that Open Space could be available land to develop, and referenced that it appears that much of the Open Space is HOA's. Commissioner Stinnette stated he is concerned with the labeling on the right side. Commissioner Stinnette referenced Section II.d. Managed Change

Areas of the draft outline and his concern for multiple vision statements. He stated that the Town should have one vision statement, and additional statements should be guiding statements.

Commissioner Grim stated, in looking at the map, that the Chapman DeMary Trail, Sue Kane Trail, Crooked Run Orchard and Fireman's Field in all three sectors are properties that are in conservation easement.

Commissioner Stinnette agreed with Commissioner Grim and stated that there is a portion of the Open Space that is not really Open Space. Chairman Stein suggested changing the title to Park or Conservation Area or something similar.

Commissioner Stinnette referenced the west end area and asked if that is the extent of the west end. Daniel Galindo stated that it is the extent of the commercially zoned portion. Commissioner Stinnette asked about potential development in that area. Daniel Galindo stated he had not been sure how to treat the Ball property and the areas on the western side of 32nd Street. He feels we want it to be less dense but noted that the large lots west of 32nd Street could be subdivided in the future. Mr. Galindo stated he hesitated to name it as a change area so that it would not concern anyone that something is being proposed. Commissioner Grim stated that the people that own the large lots and those across the street would be concerned.

Daniel Galindo added that the brighter colored areas will be backed up with narrative that is specific to each area. Commissioner Stinnette agreed with the strategy and talked about the labels and suggested a grading system that could be used that takes all of the labels out and use numbers for areas.

Daniel Galindo asked the Commissioners if anyone wanted to make any changes to the Managed Change Areas. Mr. Galindo stated he would prefer another name for Downtown-North; however, he feels it is different from Downtown and needs its own area and description. Commissioner Stinnette suggested using Downtown-North and Downtown-South.

Commissioner Grim talked about the Aberdeen property and that recent discussions have taken place about wind farming, solar and different related items. Commissioner Grim added the Town has three properties located outside of the Town – the reservoir property, Aberdeen and the five additional acres.

Daniel Galindo stated that his concern with the project has been that everyone has hopes that all of Town's problems will be solved with this plan, and that is not the case. Mr. Galindo stated that, for example, there was a question on the last questionnaire about historic preservation of homes in the older parts of Town. He stated that he had a conversation with Council member Ogelman, Chairman Giglio of the Board of Architectural Review, and Boardmember Goldsmith after the Board's meeting about whether or not to include this idea in an update of the Town's design guidelines. Mr. Galindo stated that for something like that, even that if it seems like there is support for it, he does not want ideas like that to be stated in the plan that the Town shall create the district. Mr. Galindo added that he instead wants to present some of those things as

ideas that have been brought up where we think that there is merit, but state that the Town should consider creating this district and doing certain things in order to make it more collaborative.

Commissioner Stinnette added he believes the Town is trying to be less prescriptive in some of the language and more open ended and collaborative. Mr. Galindo confirmed and stated that he prefers in the future that, instead of adopting a plan and not looking at it again for a long time, we build on the plan. Mr. Galindo stated that there is currently the Comprehensive Plan, the Transportation Plan, and the Parks and Rec Open Space Plan. Separate plans can be done on a more regular basis on topics that are of concern rather than having everything in one document.

Commissioner Stinnette stated that the other plans should feed off of the Comprehensive Plan, and the Comprehensive Plan does not need to be as detailed as the other plans but should point to those other plans and provide guiding principles.

Commissioner Grim stated she talked to several municipalities and they update at least a certain portion of their Comprehensive Plan making it a live document.

Daniel Galindo stated that the plan as it is now does not say anything about how to amend and track the plan. Mr. Galindo added that he would like to put some language into the document about how to maintain the plan moving forward.

Chairman Stein asked if it would be valuable to have the other plans as appendices to the Comprehensive Plan since they are mentioned in the plan. Chairman Stein then asked if the procedures to amend the Comprehensive Plan are the same as the other plans. Daniel Galindo stated overall guidance could be provided that would work with the other plans. Commissioner Stinnette stated he liked the idea of having a second map that helps organize everything else.

Daniel Galindo asked the Planning Commission about the labels for areas on the plan framework map. He stated that the Eastern Gateway has been discussed for so long, and he feels that term means different things to different people which is why it is labeled East End and West End on the map. He asked whether the Commission wanted to stay with the Gateway terminology. Commissioner Grim stated she does not like the concept of a Gateway although it has been in there for a long time, and for the time she has lived here, she has watched everything that was previously in place by hundreds of people participation go by the wayside. Commissioner Grim added that when you talk about the Gateway, it may sound as if it is the only entrance to the Town. Chairman Stein stated she feels it does not matter what it is called because it is an entrance to the Town and feels Gateway has some implications.

Daniel Galindo stated that the pink area is labeled Hirst Road but could be changed. Commissioner Stinnette talked about the other terms – Downtown, East End, and West End. Chairman Stein talked about considering Hirst Hatcher.

Daniel Galindo summarized that the Commissioners want to change some of the terminology on the map and are supportive of the outline as described. He added that next he will bring back a larger version of the map so the exact boundaries can be seen.

Commissioner Grim talked about an area adjacent to the Town limits that the Town is not in control of and has designated zoning, some already developed and others adjacent that are undeveloped. Commissioner Grim asked if there would be a map that specifies what the zoning is of those properties. Daniel Galindo stated he does not believe so because the Town does not have control over the zones and if the County would change them then the map would be out of date. Commissioner Grim stated that the County's plan provides information about the Town's and feels it has been a misconception especially after PUGAMP was repealed and there was no replacement. Commissioner Grim added that people moving and visiting here rely on what the properties are currently zoned for under the County's zoning and referenced the revised general plan and the small towns section references very specific things about Purcellville and the surrounding area.

Chairman Stein stated she does not feel it is a good idea to represent what the County's zoning is because it can be changed and the appropriate place to look is at the County. Commissioner Stinnette stated that the Transportation Plan does talk about roads that are in the County. Commissioner Grim stated that the 690 Interchange will always be in the County but is part of the Town's overall Transportation Plan. Commissioner Grim stated a map inside the Town's plan could show what everything is that surrounds the Town for people that move into the Town.

Commissioner Stinnette asked what type of format the product will be delivered in and if it will be accessible online with links. Daniel Galindo stated it will be delivered as an interactive PDF that can be printed, and the document will be referencing relevant external information. Mr. Galindo added that he does not feel it is a good idea to put a map in the plan that the Town does not control. Commissioner Stinnette talked about having one document that the community can go to and from the document get to multiple documents.

ADJOURNMENT:

With no further business, Commissioner Stinnette made a motion to adjourn the meeting at 8:17 PM. The motion was seconded by Commissioner Grim and passed with two absent.

Theresa Stein, Chairman

Diana Hays, Town Clerk